



# AGENCY CONTRACT Support Guidelines

May 14, 2007

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Requests for funding for Agency Contracts, including use of Special Sales Tax Funds for "Human Services" purposes shall be subject to the following guidelines, as follows:

## **Annual Budget Allotment**

1. The total annual budget for non-transportation Human Services projects/programs is \$120,000 for 2008. For future budget years, this amount shall be indexed proportionately to future sales tax growth.
2. All non-transportation Human Services projects/programs shall be funded by the ¼ Cent Special Sales Tax, with the exception of the Municipal Band allocation which was approved by a vote of the electorate on April 2, 1918.
3. Non-obligated, budgeted funds shall not carry over to future fiscal years.

## **Program Request Requirements**

1. Organizations requesting City funding assistance must:
  - a. be able to demonstrate the capacity to manage the funds and implement the proposed program
  - b. be a federally recognized tax exempt organization
  - c. have two years active presence in the community
  - d. agree to comply with City of Salina Affirmative Action/EEO policies
  - e. be willing to acknowledge independent contractor status and assume responsibility for compliance with tax and employment law
  - f. meet minimum insurance and indemnification requirements
  - g. provide an annual financial report (audited, if available)
  - h. provide an annual outcomes report upon request
2. Applications for Agency Contract funding shall include the following information:
  - a. Name of the organization requesting funding.
  - b. Contact Information: Name, mailing address, telephone, and e-mail
  - c. Amount of sales tax funding requested and the period (year) in which requested
  - d. Amounts of other funds to be committed to the program
  - e. A description of the project/program, including the activities to be undertaken, how they will be performed, the resulting benefits, and the program budget?
  - f. For a continuing program, a description of how the program will be funded after the sales tax funding is no longer available.

- g. A description of the applicant organization: organizational structure, history, administrative staffing, capacity to manage the proposed program, proposed program staffing, and any other activities or programs to be provided.
3. Other information as the applicant may wish to provide

**Program Review Criteria**

1. New requests will be considered in conjunction with the annual budget process. Public notice will be provided that requests are being accepted. This will typically be in mid-May.
2. The minimum annual request considered will be \$10,000. Those programs approved for less than this amount in prior budget years will not be eliminated based on this provision.
3. Unless otherwise determined by the City Commission, all requests will be considered competitive and will be accepted on an annual basis only. This means that projects/programs which have received funding in a previous budget year will not automatically be given either a higher or lower priority than new requests received.
4. No pre-determination will be made with respect to a funding request for operating vs. capital (or facility) needs. Such requests will be considered on their own merits on a case by case basis.
5. Any increase in annual funding for a future funding year shall be in proportion to the overall change in the City's *Annual Budget*, unless otherwise authorized by the City Commission and for expanded service levels or new programs.
6. Priority will be given to those programs which leverage funds from other sources. However, substantial consideration will also be given to those proposals that can demonstrate that other sources of funding are very limited or non-existent.
7. Priority will be given to those programs which provide services that are most consistent with traditional municipal services.
8. While a general budget allocation for agency contracts will be finalized with the adoption of the *Annual Budget* in August, program request consideration may be deferred until later in the calendar year.